



04-C-0704

## CITY OF ATLANTA

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30335-0300  
TEL (404) 330-6100

SHIRLEY FRANKLIN  
MAYOR

March 15, 2004

President Cathy Woolard and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell St., S.W.  
Atlanta, Georgia 30303

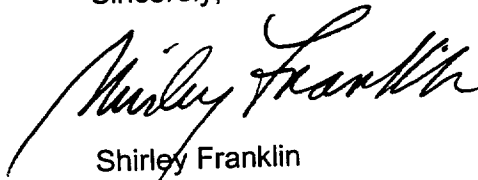
**RE: Civil Service Board Appointment**

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint James T. Middlebrooks to serve as a member of the Civil Service Board for the City of Atlanta. This appointment is for a **term of three (3) years**.

I am confident that James T. Middlebrooks will serve the Civil Service Board with integrity and dedication.

Sincerely,



Shirley Franklin

G-1



## CITY OF ATLANTA

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30335-0300  
TEL (404) 330-6100

SHIRLEY FRANKLIN  
MAYOR

October 1, 2003

President Cathy Woolard and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell Street  
Atlanta, Georgia 30335

### RE: APPOINTMENT TO CIVIL SERVICE BOARD

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint James T. Middlebrooks to serve as a member of the **Civil Service Board** of the City of Atlanta. This appointment is for a **term of three (3) years**, scheduled to begin on the date of Council confirmation.

I am confident that Mr. Middlebrooks will serve the Civil Service Board and the City of Atlanta with distinction. A resume is attached for your perusal.

Sincerely,

Shirley Franklin



ATLANTA  
NEIGHBORHOOD  
DEVELOPMENT  
PARTNERSHIP, INC.

Greg P  
Re: appt

July 15, 2003

Honorable Shirley Franklin  
City of Atlanta  
55 Trinity Avenue  
Atlanta, GA 30303

Dear <sup>Shirley</sup> Mayor ~~Franklin~~:

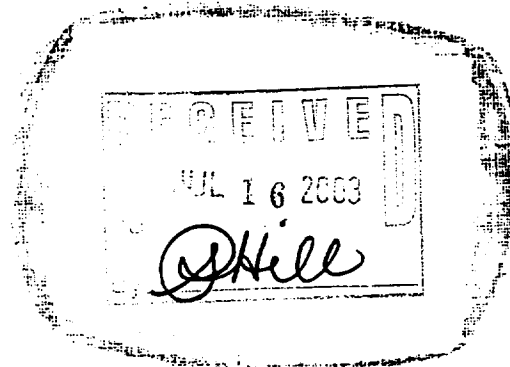
It is my understanding that James T. Middlebrooks has submitted his name to be considered for the vacant position on the City of Atlanta's Civil Service Board. I wholeheartedly support his interest and ask for your favorable response to his request for appointment.

I have known Mr. Middlebrooks and his wife Gwendolyn since high school and know that he will bring a high level of integrity to the Civil Service Board. He has performed and/or managed the functions of EEO Defense, Arbitration, Mediation, and Conciliation for the Southeast Area of the United States Postal Service for 20 years in addition to contract negotiations, and workforce strategy development. His qualifications are extensive in the area of labor and employee relations which will bring an increased level of experience to this board.

Should you need any additional information, please do not hesitate to let me know how I can be helpful.

Sincerely,

Hattie B. Dorsey  
President & CEO



Grey # re  
Bd Apt  
967 Oriole Drive, SW  
Atlanta, Georgia 30311  
June 18, 2003

*Civil Service*

Mayor Shirley Franklin  
City Hall, Suite 2400  
55 Trinity Avenue, SW  
Atlanta, Georgia 30303

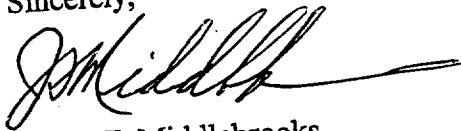
Dear Mayor Franklin:

Enclosed is my resume for your review and consideration for the vacant position on the Civil Service Board, City of Atlanta.

I have approximately thirty (30) years of experience in the management of Human Resources with emphasis in Labor Relations, Mediation, and Conciliation. Since retirement in June 2001, I have been self-employed as a Mediator, Financial Planner, and member of the Atlanta Postal Credit Committee.

I look forward to discussing my specific qualifications with you at your earliest convenience. You may reach me via telephone at 404/752-6402 or 404/414-5150, or via mail at the address above.

Sincerely,



James T. Middlebrooks

JUN 28 2003  
*Asile*

# RESUME

James T. Middlebrooks  
967 Oriole Drive, SW  
Atlanta, Georgia 30311  
404/752-6402  
404/414-5150 cell

*Civil Service*

## OBJECTIVE

I am applying and seeking placement into the vacant position or future vacancy on the Civil Service Board, City of Atlanta.

## QUALIFICATIONS

Qualified by over 30 years of professional experience in the performance and/or management of:

- \*EEO
- \*Training and Development
- \*TEAM building
- \*Budget/Cost Controls
- \*Strategic Business Plans
- \*Executive Presentations
- \*Employee Relations
- \*Personnel Services
- \*Workforce Strategies
- \*Mediations
- \*Safety and Health
- \*Employment Assistance Programs
- \*Testing/Selections
- \*Mediation
- \*Employee Compensation
- \*Injury Compensation
- \*Labor Relations
- \*Contract Negotiations and Arbitrations
- \*Conciliations
- \*Collection/Processing/Delivery of Mail

### PRIMARY ASSIGNMENT (1988-2001):

I oversaw and managed, through an immediate staff of eight direct reports, the following major functions for the Atlanta Performance Cluster, which was composed of over 15,000 employees, with a budget in excess of 1.1 billion dollars; Equal Employment activities, Labor Relations, Advocacy, Employee Assistance Program, Injury Compensation, Safety and Health, Medical Units and Consultant to the Performance Cluster Staff.

### SPECIAL PROJECT (2000-2001):

I worked to ensure the installation of Integrated Resources Management (IRM) for the national office. The focus of IRM was to reduce costs associated with absenteeism in all forms, occupational, non-occupational, Family and Medical Leave Act (FMLA) and Reasonable Accommodation through a Resource Management Database. The database held all attendance information on every employee within the performance Cluster through an interactive software application designed to automate manual tracking of employee absences.

I worked on a multitude of other special projects and details during my career ranging from Regional Director of Human Resources, to U.S. Postal Service Team Leader for Priority Mail Processing Center (PMPC) Transition from Emery Worldwide Airlines.

## EXPERIENCE

Retired from the U.S. Postal Service	2001- Present
Mediator Atlanta, Georgia (Registration # 2027)	2000-Present
Member Credit Committee, Atlanta, Georgia	1997-Present
Director, Human Resources, U.S. Postal Service, Atlanta, Georgia	1988-2001
Field Director, Human Resources, U.S. Postal Service,	1986-1988
Mid-South Division, Memphis, Tennessee	
Regional Manager of Arbitration	1985-1986
Director of Operations, U.S. Postal Service, Nashville, TN	1984-1985
Regional Training Officer, U.S. Postal Service	1980-1983
Manager, Postal Employee Development Center, Atlanta, GA.	1978-1980
District Administrative Coordinator, U.S. Postal Service, Atlanta, GA.	1977-1978

## EDUCATION AND PROFESSIONAL PREPARATION

### EDUCATION

B.S. Georgia State University, Major: Urban Administration	1976
--	------

### PROFESSIONAL PREPARATION

Licensed Mediator (#2027)	2000-Present
Licensed Insurance Agent and Financial Planner (AGR 633040)	2000-Present
Member, Society for Human Resources Managers (SHRM)	1998-Present
American Management Association – Managerial Effectiveness	1999
Senior Management Development, University of Georgia	1995
Executive Leadership, University of Virginia	1989
Macro International Systems, Duke University	1987

## PERSONAL

\*Married \*Adult Children \*Excellent Health \*Domestic/International Travel  
 \*Computer Literate \*Active Church Member